



## LATE ARRIVAL/EARLY DISMISSAL INSTRUCTIONS 2022-2023 SCHOOL YEAR

### LATE ARRIVAL AFTER 9:30 AM

#### ENTER THROUGH DOOR 1

- **Lower School** – parent is required to accompany their child into the building and sign them in the Main Office; student will receive a hall pass and go to their classroom (if the student is in kindergarten, a school staff member will take them to their classroom).
- **Middle School** – parent is required to accompany their child into the building and sign them in the Main Office; student will receive a hall pass and go to their appropriate hour class.
- **Upper School** – student can go into school unaccompanied and must sign themselves in the Main Office; student will receive a hall pass and go to the Upper School Office to have it signed and then will go to class. Parent must send a note with the student or send an email to the Upper School with a reason for the late arrival, otherwise student will be marked as an unexcused tardy.

### EARLY DISMISSAL - ILLNESS EARLY DISMISSAL

- Students must **FIRST** go to the Health Office for any illness, symptoms of illness, etc.
- Health Office will follow their protocols.

### EARLY DISMISSAL - NON ILLNESS DISMISSAL

- **Lower School** – parent must send a note with their child or email the **teacher** what time the student needs to leave. The student will meet their parent in the Main Office at the designated time and the parent must sign them out.
- **Middle School** – parent must send a note and student will bring it to the **Middle School office** before the start of school **or** email the **Middle School office** notifying them of their student's early dismissal and the reason. The Office Manager will initial the note and the student will give it to the teacher whose class he/she is in when the student needs to leave. Student will meet their parent in the Main Office at the designated time and the parent must sign them out.
- **Upper School** – parent must send a note with their student **or** email the **Upper School office** notifying them of their student's early dismissal and the reason. The Office Manager will initial the note and the student will take it with them. Upper School students must sign themselves out in the Main Office.
  - Student will not be allowed to leave without the note initialed by the Upper School Office Manager **or** without a parent notifying the Upper School Manager in advance who will then notify the Main Office.
  - **Note:** even if your student is 18, the student will need to provide a note from their parent for permission to leave school early.